

1. Which of the following statements concerning local travel is **true**?
 - a. Requires written authorization
 - b. Can be up to 65 miles round trip
 - c. Exceptions may be granted upon oral authorization by a Regional Administrator, Federal Coordinating Officer, or a higher authority within FEMA
 - d. Exceptions may be granted on a case-by-case basis upon written authorization by a Regional Administrator, Federal Coordinating Officer, or a higher authority within FEMA
2. Lodging rate increases from 151% to 300% above the approved per diem may be authorized only by the _____.
 - a. Federal Coordinating Officer
 - b. Chief Financial Officer
 - c. Deputy FEMA Administrator
 - d. Direct Supervisor
3. YES or NO. Do you need to submit a receipt for a lunch costing \$14.50?
 - a. YES
 - b. NO
4. Select the FALSE statement about travel allowances:
 - a. Travel allowances ensure that the “essential needs” of Federal employees are met while on official travel for the Government.
 - b. Travel allowances are provided for Federal employees each time that they travel on official business for the Government.
 - c. Travel allowances ensure that all Federal employees are treated with fairness in lodging, meals, and incidental expenses.
 - d. Travel allowances are provided for upgraded accommodations for Federal employees that must travel frequently for the Government.
5. Which of the following expenses are eligible for travel reimbursement?
 - a. Purchase of maps or other travel information
 - b. Hotel or airport luggage porter tips
 - c. Transportation to and from airports
 - d. Medicine purchased for a travel-related illness.

6. You should file a travel voucher within _____.
 - a. 2 days of the end of the trip
 - b. 5 days of the end of the trip
 - c. 7 days of the end of the trip
 - d. 14 days of the end of the trip
7. Which of the following types of travel authorizations permits an individual or group to travel for any official purpose without further authorization?
 - a. Combined Travel Authorization
 - b. Invitation Travel Authorization
 - c. Blanket Travel Authorization
 - d. Unlimited Travel Authorization
8. Select the TRUE statement about use of a privately owned vehicle (POV):
 - a. In an emergency, the Federal Government can mandate POV usage.
 - b. The POV reimbursement amount will typically exceed the cost of common carrier travel.
 - c. Usage of a POV must be pre-approved.
 - d. A cost comparison is a strictly optional element of determining POV usage.
9. Which of the following expenses is non-reimbursable?
 - a. Baggage fees
 - b. Laundry, in contiguous USA
 - c. Official phone calls (with documentation)
 - d. Laundry, in foreign locations
10. When traveling on official business, the FEMA Travel Management Center:
 - a. Makes reservations for lodging, rental car, and common carrier.
 - b. Is available for inquiries from 8 am to 8 pm each day.
 - c. Issues emergency tickets without an approved travel authorization.
 - d. Can act as an alternative to a private travel agency for other travel needs.